

Kentucky Historical Society

Community History Grants Program



2004 Guidelines and Application

Supported and funded in part by the Historical
Confederation of Kentucky

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OVERVIEW OF THE COMMUNITY HISTORY GRANTS PROGRAM

The Kentucky Historical Society is pleased to provide grants across the state that help to enhance local efforts to preserve and promote the Commonwealth's history and heritage. Through these grants, the Kentucky Historical Society partners with communities to raise the awareness and appreciation of the richness of the state's history.

Community History Grants are available to museums, historical organizations, educational institutions, city and county governments, and other community groups for a variety of projects ranging from educational programming and exhibits to community festivals and local history publications. Applications may be made in five different categories: project grants, travel and training, conservation support, local history and technology. You may not apply for two grants for the same project. This packet contains guidelines, applications, and deadlines for each.

For information about the grants program, please contact the KHS Community Services office at 502-564-1792, ext. 4477.

WHAT'S NEW THIS YEAR

- All guidelines and applications for the Community History Grants are included in one package and are only available online. If you need a hard copy, please e-mail Kate Hesseldenz, kate.hesseldenz@ky.gov to receive one by mail.
- The Kentucky Cemetery Preservation Grant Program is no longer available (*if funds become available, this program will be reinstituted*).

HOW HAVE COMMUNITY HISTORY GRANTS BEEN USED IN THE PAST?

Farmington Historic Home in Louisville received a Project Grant to help fund a symposium entitled, *At Home in Farmington: A Symposium on Early 19th Century Historic Interiors and Issues Related to their Preservation*. The symposium, held for professionals and the general public, featured speakers that described Farmington's major 2-year restoration.

The Oldham County Historical Society in LaGrange received a Conservation Support grant to purchase UV light filters, acid-free tissue paper, envelopes, and sheet protectors to conserve their collection.

Liberty Hall Historic Site in Frankfort received a Technology Grant to purchase a digital camera and adobe publishing software so they could communicate more effectively through their Web site and other print media including brochures, teacher resources, and flyers.

Mill Springs Battlefield Association in Somerset received a Project Grant to construct an introductory interpretive bulletin board at their site.

GENERAL INFORMATION

ELIGIBILITY REQUIREMENTS

Organizations that wish to apply for KHS Community History grants must be nonprofit institutions in Kentucky or affiliated with an educational institution or a city/county government. If nonprofit, a copy of your organization's 501(c)(3) status letter from the IRS must be included with your application.

COMPLETING THE APPLICATION

Grant applications for each category are included in this packet. The two-page cover page must be completed for each application. In addition, a narrative of one to four pages must be included for each application. Please use the appropriate list of narrative questions for the grant category for which you are applying. All questions should be answered as thoroughly as possible within the space limitations. Please type the appropriate question before each response.

MAILING THE APPLICATION

Please mail the original plus four copies of the complete application to: Kentucky Historical Society, Community History Grants Program, 100 W. Broadway, Frankfort, KY 40601.

NOTIFICATION OF GRANT STATUS

All applicants will be notified about the status of their grant within two months after the deadline. In general, funds will be available to those applications which are successful within three months after the application deadline.

ASSISTANCE FOR GRANT APPLICANTS

The staff of the KHS Community Services Office is available to discuss potential grant projects with applicants. In addition, sample narratives from previously successful grant applications are available to provide examples of how other institutions have dealt with the narrative questions. To request a packet of sample narratives or to speak with a Community Services staff member, call the office at 502-564-1792, ext. 4477.

DEADLINES

- Conservation Support Grant

Deadlines: June 30, 2004 and December 31, 2004

Range of funding: \$100.00-\$200.00; 50/50 cash match required.

- Local History

Deadlines: March 31, 2004 and September 30, 2004

Range of funding: \$250.00-\$500.00; 50/50 cash or in-kind match required.

- Project Grant for Exhibits and Education Programs

Deadline: September 30, 2004

Range of funding: \$250.00-\$1000.00; 50/50 cash or in-kind match required.

- Technology Grant

Deadline: December 31, 2004

Range of funding: \$250.00-\$1000.00; 50/50 cash or in-kind match required.

- Travel and Training Grant

Deadlines: March 31, 2004 and September 30, 2004

Range of funding: \$100.00-\$250.00; 50/50 cash or in-kind match required.

APPLICATION GUIDELINES

CONSERVATION SUPPORT GRANT

CONSERVATION SUPPORT GRANTS may be used to purchase conservation supplies or equipment necessary for proper care of collections in museums and archives. Purchased materials should aid in the preservation of artifacts, documents, photographs, and/or other archival materials in the collections.

Application Deadline: June 30, 2004/December 31, 2004

Range of Grants: \$100.00-\$200.00 with cash match required

Notification: August 15, 2004/February 15, 2005

Funds Available: October 1, 2004/April 1, 2005

Funds Must Be Spent By: September 30, 2005/March 31, 2006

Final Report Due: November 1, 2005/May 1, 2006

EXAMPLES OF ACCEPTABLE USES OF FUNDS

Items that may be purchased with grant funds include: archival-quality storage materials (boxes, folders, albums, photo and document sleeves, tissue paper, etc.), environmental control materials (UV light filters, hygrometers, etc.), appropriate storage shelving, and books that outline appropriate conservation and care procedures. Other kinds of conservation supplies may be acceptable with prior approval of the Community Services Office.

AMOUNT OF FUNDING – Applicants may request funds ranging from \$100.00 to \$200.00. The amount requested must be matched with a **cash amount** from the organization's budget or from community/member donations. The matching amount must be applied to the total purchase of conservation supplies.

PURCHASES WITH GRANT FUNDS – All purchases made with grant funds and the cash match must be made from an acceptable archival supply house. Some you may consider are:

Gaylord Brothers - call 800-448-6160 for a free catalog

The Hollinger Corporation - call 800-634-0491 for a free catalog

Light Impressions - call 800-828-6126 for a free catalog

University Products - call 800-628-1912 for a free catalog

LOCAL HISTORY GRANT

LOCAL HISTORY GRANTS may be used by a museum or history organization, a city or county government, or other community organization for a project that helps to increase public appreciation and awareness of some aspect of a community's history.

Application Deadline: March 31, 2004/September 30, 2004

Range of Grants: \$250.00-500.00

Notification: May 15, 2004/November 15, 2004

Funds Available: July 1, 2004/January 1, 2005

Funds Must Be Spent By: June 30, 2005/December 31, 2005

Final Report Due By: August 1, 2005/February 1, 2006

EXAMPLES OF ACCEPTABLE USES OF FUNDS

COMMUNITY CELEBRATION OR FESTIVAL – pay for costs associated with developing a community celebration, festival, or other activity that brings attention to some aspect of a community's history. Examples may include a 200th or other special anniversary celebration of a town or county's founding, a festival in honor of a local historical figure, or an event that pays tribute to an activity that occurred in the community.

LOCAL HISTORY RESEARCH/PUBLICATION – pay for costs associated with producing a book, brochure, or pamphlet about local history. Funds may be used to hire staff to conduct research for a local history project; pay design, layout, or printing costs of a publication on local history; or produce promotional material.

COMMUNITY HISTORY TOURS – pay for costs associated with developing or promoting tours of the historical aspects of a community including walking and driving tours. Funds may be used to develop or print brochures, hire support staff, or purchase equipment necessary to carry out the tours.

PROJECT GRANT FOR EXHIBITS AND EDUCATION PROGRAMS

PROJECT GRANTS may be used by an organization to develop exhibits or educational programs for the public or schools that improve interpretation in a museum.

Application Deadline: September 30, 2004

Range of Grants: \$250.00-\$1,000.00 with 50/50 cash or in-kind match required

Notification: November 15, 2004

Funds Available: January 1, 2005

Funds Must Be Spent By: December 31, 2005

Final Report Due: February 1, 2006

EXAMPLES OF ACCEPTABLE USES OF FUNDS

EXHIBITS – hire a designer to plan an exhibit; hire someone to construct and/or install a new exhibit; purchase exhibit cases or display equipment; pay for printing costs of exhibit labels; pay for reproductions of photos, maps, or other graphics for an exhibit; pay a scholar to research information for an upcoming exhibit; pay for the printing of an exhibit catalog.

PUBLIC OR SCHOOL PROGRAMS – pay for the costs of bringing in speakers or demonstrators for a lecture, seminar, or other educational program; purchase supplies or pay for presenters for a children’s workshop; print materials to be used as handouts in a museum or at a public program; pay for brochures or mailing expenses to market a program or series of programs.

MUSEUM INTERPRETATION – develop a training program for museum guides and interpreters; pay for speakers that instruct guides and interpreters about some aspect of history, customer service, or other subject related to their work; hire a researcher to develop a more accurate storyline for guides and interpreters.

TECHNOLOGY GRANT

TECHNOLOGY GRANTS may be used to purchase equipment or software that enables museums and historical organizations to provide more efficient and effective service to their constituents.

Application Deadline: December 31, 2004

Range of Grants: \$250.00-\$1,000; 50/50 cash or in-kind match required

Notification: February 15, 2005

Funds Available: April 1, 2005

Funds Must Be Spent By: March 31, 2006

Final Report Due: May 1, 2006

EXAMPLES OF ACCEPTABLE USES OF FUNDS

EQUIPMENT/ SOFTWARE—purchase computers, printers, copying machines, scanners, microfilm readers, digital cameras, and software for the management of collections, membership files, financial files, and publishing software to produce flyers, etc. Also, you may purchase software associated with designing or implementing a Web site.

TRAVEL AND TRAINING GRANT

TRAVEL AND TRAINING GRANTS may be used to support the registration fees and/or travel costs of sending a paid or volunteer staff person or a board member to a regional or national training opportunity. This includes seminars, conferences, and workshops.

Application Deadline: March 31, 2004

(for travel taking place between July 1, 2004-December 31, 2004)

September 30, 2004 (for travel taking place between January 1, 2005 – June 30, 2005)

Range of Grants: \$100.00-\$250.00 with a 50/50 cash or in-kind match required

Notification: May 15, 2004/ November 15, 2004

Funds Available: July 1, 2004/ January 1, 2005

Funds Must Be Spent By: December 31, 2004/ June 30, 2005

Final Report Due: February 1, 2005/ August 1, 2005

EXAMPLES OF ACCEPTABLE USES OF FUNDS

TRAVEL COSTS/REGISTRATION FEES – send staff, volunteers, or board members to: American Association of Museums annual meeting or other workshops; American Association for State and Local History annual meeting or other workshops; the Southeast Museum Conference annual meeting; or other regional or national meetings, seminars, or workshops.

INSTRUCTIONS

1. Complete the Cover Sheet (pages 9 and 10).

DON'T FORGET TO:

- A. Check the box for the type of grant for which you are applying.
- B. Get the signature of an authorizing official from your institution. Note that the project director may not sign as the authorizing official.
- C. Provide your federal ID number. If a nonprofit organization, please provide a copy of your 501(c)(3) status letter from the IRS.

2. Complete the budget page (page 11).

3. Complete the appropriate narrative questions for the grant category for which you are applying.

4. Optional: Supporting materials

If you wish, you may include materials that support your application such as photographs, an organizational brochure, or other materials. Up to two letters of support from members of your community may also be enclosed.

5. Copies: Please send the original plus **four copies** of the complete grant package to the Community Services office. Grant applications without the additional copies will not be considered complete.

6. Deadline: On-time applications must be postmarked or hand-delivered to the Community Services office by the correct deadline. Please check the deadlines for the grant category for which you are applying.

7. Where to mail or hand-deliver the application.

Kentucky Historical Society
Community History Grants Program
100 W. Broadway St.
Frankfort, KY 40601

8. Questions? For questions or information about your grant application, please contact Kate Hesseldenz at 502-564-1792, ext. 4477.

COMMUNITY HISTORY GRANT APPLICATION

COVER SHEET (required for all applications)

This application is for the following grant category:

- ☐ Conservation Support Grant
- ☐ Local History Grant
- ☐ Project Grant for Exhibits and Education Programs
- ☐ Technology Grant
- ☐ Travel and Training Grant

CS Office Only:

Date received _____

Grant App.# _____

Complete _____

Orig/4 copies _____

Type of Institution:

- ☐ Non-profit organization
- ☐ Educational institution
- ☐ Government institution

Organization Name _____

Address/City/State/Zip _____

Phone Number _____ **Fax Number** _____

Grant Project Director _____

Address/City/State/Zip _____

Phone Number _____ **Fax Number** _____

E-mail Address _____

Signature of institution official

Print name and title

(Note: The project director is not eligible to sign as the institution official)

AMOUNT OF FUNDS REQUESTED FROM COMMUNITY HISTORY GRANT \$ _____

AMOUNT OF MATCH FROM ORGANIZATION \$ _____

Total Cost of Project \$ _____

Organization's Federal ID number: _____

If a nonprofit organization, please include a copy of your 501(c)(3) status letter from the IRS with this application.

Name and Address of Local Newspaper _____

State Senate District _____ **State Representative District** _____

U. S. Congressional District _____

COVER SHEET (page 2) – required for all applications

1. Title of Project:

2. Brief Description of Project (2-3 sentences):

3. Project Timetable:

Start date of the project _____

Completion date _____

4. Organizational Questions:

a. What is the mission of your organization?

b. What services does your organization provide to your community?

c. Where will your organization obtain matching funds for this grant?

GRANT BUDGET

Please give a detailed list of all items to be purchased with grant funds and matching funds. You may create your own form as long as all the categories below are included.

List items that grant funds, cash match, and in-kind matching funds are to be used for.	Amount from grant funds	Amount from in-kind match	Amount from cash match	Total amount for item
Personnel/Consulting Fees				
Travel, Lodging, Registration Fees				
Supplies, Materials, and Equipment				
Postage and Printing				
Services				
Space Rental				
Other				
Totals	Total from grant funds	Total from in-kind match	Total from cash match	Total for project

NARRATIVE QUESTIONS FOR ALL CATEGORIES

Please answer the narrative questions for the grant category for which you are applying. Retype each question before answering it. Total length for all narrative questions should be no longer than four pages.

CONSERVATION SUPPORT

- 1) What kinds of collections does your organization have? (give a brief description of the types of items you collect and an approximate number of items)
- 2) How much of your collection is catalogued?
- 3) What percentage of your collection is owned by your organization?
- 4) What percentage of your collection is on loan to you?
- 5) Where is your collection housed?
- 6) Do you have a staff member (paid or volunteer) whose primary responsibility is the care of the collections? If yes, state his/her name and position title.
- 7) How do you plan to use the Conservation Support grant funds?
- 8) How will these supplies help to protect your collection?
- 9) How will you evaluate the project?

LOCAL HISTORY GRANT

- 1) Describe the proposed project.
- 2) Describe the objectives of the proposed project and how the project will help to promote awareness and appreciation of your community's history.
- 3) How will your organization benefit from this project?
- 4) Briefly describe how the funds will be used to implement the project.
- 5) Who is the project director and what are his/her qualifications for this project?
- 6) Name any other key personnel for this project and briefly describe his/her qualifications.
- 7) How will you publicize this project to your community?
- 8) How will you evaluate the project?

PROJECT GRANT FOR EXHIBITS AND EDUCATION PROGRAMS

- 1) Describe the proposed project.
- 2) Describe the objectives of the proposed project and how the project will benefit your organization.
- 3) How will the public benefit from this project?
- 4) Briefly describe how the funds will be used to implement the project.
- 5) Who is the project director and what are his/her qualifications for this project?
- 6) Name any other key personnel for this project and briefly describe his/her qualifications.
- 7) How will you publicize this project to your targeted audiences?
- 8) How will you evaluate the project?

TECHNOLOGY GRANT

- 1) Describe the equipment that you wish to purchase with grant funds.
- 2) Explain how this equipment will benefit your organization.
- 3) How will the public benefit from this project?
- 4) Will any training be required to allow your staff to use the equipment effectively?
If so, state how and where you will acquire the training.
- 5) How will you publicize this project to your community?
- 6) How will you evaluate the project?

TRAVEL AND TRAINING GRANT

- 1) State title, place, and date of training opportunity for which you are requesting funds.
- 2) State name(s) and position(s) of staff, board member, or volunteer who will participate in the training opportunity.
- 3) Briefly describe the kinds of work that this person does in your organization.
- 4) How will this training benefit the staff member(s) who will participate?
- 5) How will this training benefit your organization?
- 6) Describe how the funds requested will be used.
- 7) How will you evaluate the benefits of receiving this training?

CHECKLIST FOR COMPLETING YOUR APPLICATION

HAVE YOU INCLUDED:

- _____ Cover sheet with official signature
- _____ Completed narrative (1-4 pages)
- _____ Completed budget page
- _____ Copy of your organization's 501(c)(3) status letter
- _____ Any required or optional supporting materials
- _____ Original plus four additional copies of the complete grant application
- _____ Postmarked by the correct deadline for the grant for which you are applying

MAIL COMPLETED APPLICATION TO:

Kentucky Historical Society
Community History Grants Program
100 W. Broadway St.
Frankfort, KY 40601